



# QLD Student Handbook

Version 5

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## WELCOME

Dear Student,

Welcome to Alta-1 College QLD! We're very pleased to have you with us as an important part of our community.

This handbook is designed to provide you with some basic information that you will need during your time at Alta-1.

Included is basic information about the College as well as where you can go for help, and some expectations that we have of you while you are enrolled (have a careful read of the 7 Commitments).

Remember that the staff of the College are here to help and support you. We want you to be successful in your journey. Most often the best way to get the help that you need is to talk with a staff member directly.

Wishing you well in your time with us at Alta-1.

Matt Vandeppeer  
Principal

**PART A: INFORMATION FOR STUDENTS**

## SCHOOL AND OFFICE HOURS

School hours are, during school terms, from:

Monday	Tuesday	Wednesday	Thursday	Friday
9am - 3pm	9am - 3pm	9am - 12:30pm*	9am - 3pm	9am - 3pm

\* Early close for staff meetings

### Central Administration Office

**Suite 12, 42-44 King Street, Caboolture, QLD 4510**

**PO Box 388, Caboolture, QLD 4510**

**T | 07 5301 8008**

**E | [admin@alta-1.qld.edu.au](mailto:admin@alta-1.qld.edu.au)**

**Matthew Vandeppeer** - Principal

**Kay Oswin** - Assistant Principal

**Karen Clarke** - Administration Officer (Admin Office hours are 8am-4pm Mon-Fri)

### Caboolture Senior Campus

**94 Parish Road, Caboolture, QLD 4510**

**Kate Gold** - Campus Leader

**Lisa Rogers** - QCE Teacher

**Rebecca Francis** - Orientation Program Co-ordinator

### Caboolture Senior ConnectEd

**Suite 14, 42-44 King Street, Caboolture, QLD 4510**

**Michelle Ferguson** - Campus Leader

### Caboolture QCIA

**Suite 14, 42-44 King Street, Caboolture, QLD 4510**

**Amy Baxter** - Program Leader

## TERM DATES

2024 Key Dates (QLD) - Parents & Students

Version 3

### Alta-1 College QLD 2024 Key Dates



Listed are key dates for Parent and Students.  
Some dates/events may be subject to change.

2024 - Term 1 (22 Jan - 28 Mar)	Day	Date	Week
Admin Office Re-opens	Monday	8 January	-2
Sem 1 Student Commencement Meetings - Pupil Free Days	Wed - Fri	17-19 January	-1
Students Commence - Return to School for Term 1	Monday	22 January	1
Public Holiday - Australia Day	Friday	26 January	1
Students finish	Thursday	28 March	10
Semester 1 Student Led Interviews / Pupil Free Day - TBC	Thursday	28 March	10
Public Holidays - Easter	Fri-Mon	29 Mar-1 Apr	

2024 - Term 2 (15 Apr - 21 June)	Day	Date	Week
Students Commence - Return to School for Term 2	Tuesday	16 April	1
Public Holiday - Anzac Day	Thursday	25 April	2
Public Holiday - Labour Day	Monday	6 May	4
Students finish	Friday	21 June	10

2024 - Term 3 (8 July - 13 Sept)	Day	Date	Week
Sem 2 Student Commencement Meetings - Pupil Free Days	Mon-Tues	8-9 July	1
Students Commence - Return to School for Term 3	Wednesday	10 July	1
Camp - Parish Road Senior Campus - TBC	Wed - Fri	24-26 July	3
Public Holiday - EKKA Show Day (Moreton Bay Region)	Monday	12 August	6
Staff Professional Development Days / Pupil Free Days - TBC	Thurs-Fri	29-30 August	8
Students finish	Thursday	12 September	10
Semester 2 Student Led Interviews / Pupil Free Day - TBC	Friday	13 September	10

2024 - Term 4 (30 Sept - 28 Nov)	Day	Date	Week
Students Commence - Return to School for Term 4	Monday	30 September	1
Public Holiday - King's Birthday	Monday	7 October	2
Awards Night	Thursday	21 November	8
Students finish	Thursday	21 November	8
Admin Office Closes	Friday	13 December	11

## ATTENDANCE

For most young people, attendance at school is a legal requirement.

If you are going to be absent on any occasion the school needs to be advised by telephone, text message or email by 9:30am on the day. Contact can be made either with the relevant campus or central administration. Alternatively, a note from parent/guardian explaining the absence can be presented to the teacher on the day that attendance is resumed.

## ABOUT ALTA-1 COLLEGE

Alta-1 College is a child-safe school committed to safeguarding and promoting the safety, welfare, and wellbeing of children and young people and expects all staff and volunteers to share this commitment.

The College is a multi-campus Christian school that provides an alternative education program designed to engage community resources and groups to train, support and equip students who are marginalised by mainstream education. By addressing their socio-emotional and spiritual needs in a supportive community setting, participants receive educational services and workplace learning options that can assist them achieve high school graduation as well as receive training from a vast number of sources, opening opportunities for employment and further education.

Our ConnectEd program serves students who have a diagnosed reason that makes full-time class attendance impossible. ConnectEd provides assistance to young people in working through social and emotional issues, as well as providing educational support.

The Alta-1 College educational program has a recovery as distinct from a remedial emphasis. It is designed to lead participants through a socio-emotional developmental process involving the following stages:

1. **Belonging.** The student is integrated into a caring community that allows him/her to become connected.
2. **Healing.** The units of study facilitate a process whereby the student needs to face the issues that are impeding his/her personal development.
3. **Restoration.** The student has the opportunity to re-build his/her life and become a better person.
4. **Identity Formation.** The student develops a new understanding of his/her self-worth and relationship to family, church, and the wider community.
5. **Purpose-Driven.** The adoption of a beliefs and values system and the development of identity provide reasons and motivation to engage in life.

While students are never forced to adopt a particular belief and value system, the Alta-1 program is delivered from a predominantly Christian perspective.

Consequently, all Alta-1 staff members are committed Christians, living lives consistent with their faith, having a passion for and commitment to seeing lives transformed through the vehicle of education.

Alta-1 College is a member school of Christian Schools Australia (CSA), Associated Christian Schools (ACS) and Independent Schools Queensland (ISQ).

We are pleased to extend a welcome to you as part of our learning community.

Watch the following Alta-1 College Promotional Video for more information:

<https://www.youtube.com/watch?v=pRbMlwi--pc>

## ALTA-1 VALUES

### Relationship

Alta-1 is an organisation committed to healthy relationships. It was founded, established, and launched on the strength of relationship and the work it engages in is only effective because of the positive relationships that exist between staff and students.

### Transformation

The work of Alta-1 is the work of transformation. As such this is a critical cultural value. It is essential that the transformation that occurs is not just in the students but is present at all levels of the organisation.

### Flourishing

A common theme throughout our organisation is the recognition that each and every person is made in the *Image of God*. Our goal is to help people navigate life's experiences so that they can come out the other side knowing who they are, and who they were created to be.

## ALTA- 1 MISSION

Transforming communities through justice, knowledge, recovery, and hope.

## ALTA-1 STATEMENT OF FAITH

- We are committed to a journey that will practise Jesus' priority to demonstrate God's Kingdom here on earth through both practical and supernatural means. (Acts 10:38)
- We are committed to a journey that will practise the value that people matter to God. (John 3:16)
- We are committed to a journey that will practise a Gospel that is seen and proven by showing justice and kindness towards 'the least of these', 'the poor & broken', through practical means. (Matthew 25:35-40)
- We are committed to a journey that will practise the restoration of all things, the reconciliation of humanity through Jesus Christ and the redemption of the earth. (Acts 3:21; Revelation 21:5)
- We are committed to a journey that will practise the value of Jesus' church, the gathering of disciples, the sharing of our lives. (Hebrews 10:25)
- We are committed to a journey that will practise the equipping of the saints, the making of disciples, the teaching and preaching of the Word of God in our communities of faith. (Ephesians 4:8-16)
- We are committed to a life's practice that bears witness of God's plan to Redeem, Transform, Empower and Influence people in every area of life through the power and work of the Holy Spirit. (Acts 1:8)



## CURRICULUM

Whilst the curriculum is delivered in an alternative way, there are two distinct stages comprised of Years 11 and 12 (for Senior School).

### Stage 1: Year 11

There is no specific time limit on completion of this phase of the course, but there is an expectation that it would be completed inside two years. The course includes:

- Queensland Curriculum and Assessment Authority (QCAA) Short Courses
  - Short Course in Literacy
  - Short Course in Numeracy
- QCAA Applied Subjects
  - Essential English
  - Essential Mathematics
  - Religion and Ethics
- QCAA Recognised Studies
  - Personal Recovery and Community Building Course
  - Duke of Edinburgh International Award
- VET Courses
  - Cert II FSK 20119 - Skills for Work and Vocational Pathways
  - TAFE @ Schools options
- Workplace Learning

### Stage 2: Year 12

When participants are ready and capable, they are able to complete (ideally in one calendar year), leading to further training or a bridging course to a number of universities. They are placed on a program that is comprised of:

- QCAA Applied Subjects
  - Essential English
  - Essential Mathematics
  - Religion and Ethics

### Extra-Curricular

Integrated into the formal curriculum, the extra-curricular program is designed to take students out of their comfort zones, expose them to new and exacting physical and emotional challenges that can only be overcome through teamwork, relationship building and intense emotional connection. This may involve overnight camps or service trips.

## WHERE CAN STUDY AT ALTA-1 COLLEGE TAKE YOU?

If you...	Then you can...
Exit Alta-1 with some Year 11 courses	Apply for some TAFE certificate III level courses Apply for some apprenticeships or traineeships
Exit Alta-1 with complete Year 11	Apply for TAFE competitive entry certificate III level courses, or Apply for a range of apprenticeships or traineeships
Graduate Alta-1 with complete Year 12 Vocational Pathway	Apply for TAFE certificate III level courses, or Leave school to seek employment (subject to school leaving age)
Graduate Alta-1 with a Vocational Pathway	Apply for TAFE competitive entry courses Apply for a greater range of apprenticeships or traineeships Leave school to seek employment (subject to school leaving age)
Graduate Alta-1 with complete QCE	Apply for TAFE certificate IV and diploma courses Apply for university entry preparation courses Apply for the greatest range of apprenticeships or traineeships Leave school to seek employment (subject to school leaving age)

The above is general advice only and should not be taken to constitute any form of guarantee.

Alta-1 College does not provide an ATAR level pathway for direct entry to university.

**PART B: COLLEGE POLICIES**

## CHILD PROTECTION POLICY

If you would like to read the College's Child Protection Policy, please access it on the website at this link: [Alta-1 Policies](#)

If you have any concerns about the safety of yourself or your classmates, please talk to an Alta-1 staff member.

### CABOOLTURE SENIOR CAMPUS




Derek Hughes  
Senior Teacher



Lisa Rogers  
Teacher



Rebecca Barclay  
Transition Program  
Coordinator



Rebecca Simpson  
Education Facilitator

### STUDENT SERVICES TEAM



Arny Baxter  
Learning Support Teacher



Desley Saldanha  
College Chaplain /  
Community Engagement  
Officer



Cheyne Kilburn  
Counsellor



Benjamin Davies  
Guidance Officer

### CONNECT-ED



Michelle Ferguson  
Senior Teacher



Kate Gold  
Teacher



Cheyne Kilburn  
Youth Support Worker



Steph Allsne  
Education Facilitator



Desley Saldanha  
Education Facilitator



Janet Stebbins  
Education Facilitator



Caleb Munns  
Education Facilitator



Suniti Hewett  
Education Facilitator

### ADMINISTRATION



Matthew Vandeppeer  
Principal



Karen Clarke  
Administration Officer



Jessica Doherty  
Administration Assistant



Suniti Hewett  
Administration Assistant



Krupa John  
Assistant IT Officer



Kay Oswin  
Senior Teacher/  
Curriculum Coordinator

## COMPLAINTS PROCEDURE FOR STUDENTS

If you are attending Alta-1 College and you are concerned and/or unhappy about something, then you have the right to raise a complaint. To do that you need to contact us so that we can try to put things right as soon as possible.

Here are some steps to follow if you'd like to make a complaint:

### 1. Talk to a staff member

The first step in sorting out a problem is to tell someone you know. Most of your problems can be sorted out once they have been shared.

**You can talk to the teacher/s you work most closely with or any other staff member at Alta-1.**

If you'd prefer you can speak directly to the Principal, Matt Vandeppeer. His number is (07) 5301 8008 or email [matt.vandeppeer@alta-1.qld.edu.au](mailto:matt.vandeppeer@alta-1.qld.edu.au) or you can see him in person.

We will take your complaint seriously. You may contact us in any way you choose. You have a right to complain in the best way for you: by phone, face to face, or by email.

Remember that at any time you can have someone you trust to help you make the complaint.

Alta-1 expects staff at all times to conduct themselves in a way that creates an environment of respect, safety and care. If you feel a staff member is not behaving in this way, please share this with another staff member or the Principal.

Once you share your complaint with a staff member, s/he is required to talk with you about the best way to resolve the issue. The staff member will then make sure something happens to resolve the problem. That might mean talking with other staff or the Principal. You will get an initial response from the college within 5 days of making the complaint.

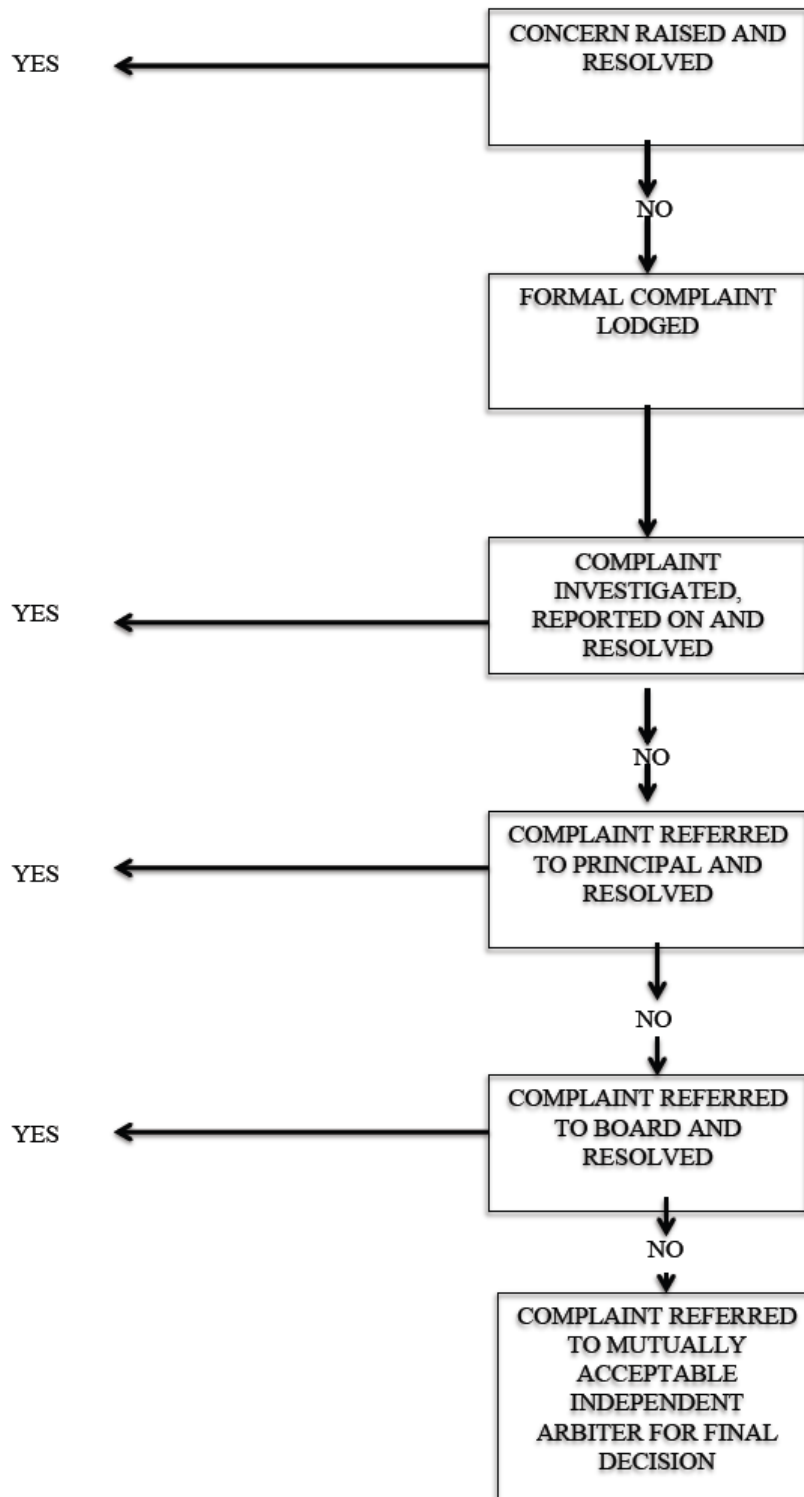
If you are worried about confidentiality talk it over with the staff member so s/he can let you know exactly who will need to know about the complaint.

If you feel the issue has not been satisfactorily resolved, you can contact the Principal.

### 2. Tell the Board Chairperson

If you're not happy about the way your complaint has been dealt with or if you feel you can't speak with a staff member or Principal, you have the right to tell the Alta-1 College board Chairperson. His name is Glenn Bergsma and you can contact him via email on: [chairman@alta-1.wa.edu.au](mailto:chairman@alta-1.wa.edu.au). Glenn will discuss your complaint with you and then discuss how the matter can be resolved.

## COMPLAINTS FLOWCHART



## INFORMATION TECHNOLOGY STUDENT POLICY

### Rationale

The Alta-1 College network has been established for educational purposes which include access to the Internet and Email. The network exists for the purpose of supporting the education of students and to enable staff to provide an Information Technology rich learning environment, as well as running the business operations of Alta-1 College. The use of the network by students is to be related to classroom activities, assignments, and research.

### Principles

1. The network is provided for educational and administrative purposes.
2. Objectionable, offensive and pornographic material is neither to be transmitted nor received via the network.
3. Any infringement of the policies in this document will result in removal of access to the network and possible disciplinary action taken by the college.

### Procedures

#### Internet:

Internet access is provided to students to access educational and research information. The college's internet connection has in place a secure firewall and content filters on email and website access. However, even with these filters in place, objectionable material may inadvertently slip through. In such an event, students are expected to demonstrate responsibility by immediately closing the inappropriate material and/or shutting down the computer and informing a teacher of what has occurred.

Attempting to bypass the content filter through the use of an anonymous proxy website is in violation of this policy. Students who do so will have their user account immediately suspended. If a required site is blocked by the filter students are to ask their teachers to put a request in to have the required site unblocked for student use.

#### Online Communication:

Students are responsible for maintaining a high level of common sense when communicating online. "Online communication" may include email messages, forums, instant messaging, social networks, blogs, and personal web pages. Online communication is replicable and can be traced, forwarded, or copied. Therefore, any communication made through the college network can be traced back to the college and is inherently associated with Alta-1. Inappropriate language is not to be used at any time. Any communication about an Alta-1 student, staff member, or the college itself that is impolite or abusive, or may be construed as demeaning, harassing, provocative, or threatening is not permitted and may result in disciplinary action taken by the college.

## **Email:**

Staff and students are provided with an Alta-1 Office 365 account. This account can be used for communication with teachers and other students as well as family and friends for purposes relating to education. Students will need to ensure, before they exit the college, that they backup any data they wish to keep from their email onto their own removable storage. This needs to be done in consultation with the teacher.

## **Storage:**

Students may be provided with access to personal storage space on Office 365. This space is limited in size. Only education related content is permitted. Content not permitted includes all non-college related content such as music, games and images not related to college work, as well as programs and utilities, inappropriate content, or content of possible malicious nature. Spot checks can and will be taken to ensure that such content is not present and if found such content will be removed.

## **User Accounts and Passwords:**

It is a student's responsibility to keep their account safe. Passwords should be kept a secret and not shared with anyone else. Students must not let other people log on using their account. All actions taken through a student's user account or email account will be interpreted as actions performed by that student.

Students must not attempt to access another person's user account or email account or personal files, or pretend to be someone else.

## **Security and Monitoring:**

The college network has in place security policies, access restrictions, and content filtering to protect both the users of the network (students and staff) and the college's network assets including all hardware and software. Students must not attempt to breach the network's security or attempt to circumvent the system in any way, nor should they take any action which disrupts the normal operations of the network.

## **General Guidelines:**

Students agree that they are not to engage in plagiarism e.g. copy material from the internet without acknowledging its source. Students must obey copyright laws.

Students must not divulge personal or other information of any kind that could put anyone at risk, including themselves.

Student internet and email accounts will be deleted at the end of the following academic year after exit from Alta-1 College.

## **Related Documents**

- Students Using Mobile Phones Policy
- Social Media and ICT Acceptable Use Agreement



## SOCIAL MEDIA AND DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

### Student Declaration:

When I use digital technologies, social media sites, and the internet at Alta-1 College I agree to be a safe, responsible and ethical user at all times by: (please tick)

- Never participating in online bullying.
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent, and not "tagging" myself or fellow students in photographs shared on the social media group page.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student, or allow other students to use my network/internet account.
- Not disabling settings for virus protection, spam or filtering that have been applied by the school and not attempting to avoid them by use of proxy sites.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Handling ICT devices with care and notifying a teacher of any damage or required attention.
- Not bringing to school or downloading unauthorised programs, including games, bit-torrent or file sharing software (this list is not exhaustive), or downloading unauthorized programs, including games, inappropriate pictures or inappropriate content including offensive, abusive, or discriminatory comments; sexually explicit or sexually suggestive material or correspondence.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times by: (please tick)

- Handing my device to the teacher during class times; only making or answering calls or messages outside of lesson times.
- Respecting the privacy of others; only taking photos or recording sound or video when others are aware and give consent.
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- Obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

PTO

## Parent / Guardian Agreement:

I/we have discussed this agreement with my/our child and we agree to uphold the expectations of the College in relation to the use of electronic devices and services both at school and, where relevant, outside of school.

We understand that a breach of this agreement will incur consequences according to the College Behaviour Management Policy and that we will be responsible for replacing or repairing college owned laptop computers and other devices that may be damaged or stolen while in my care.

Parent/ Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

## Student Agreement:

I have read and discussed this agreement with my parent/guardian and I agree to be a cybersafe student and always uphold these conditions both within and outside of school.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## STUDENT ANTI-BULLYING POLICY

<b>Purpose:</b>	The purpose of this policy is to protect students from bullying and to respond appropriately when bullying does occur	
<b>Scope:</b>	Students, parents/guardians and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Authorised	<b>Supersedes:</b> All previous student bullying policies
<b>Authorised by:</b>	Matthew Vandeppeer (Principal)	<b>Date of Authorisation:</b> 9 February 2022
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulations 2001 (Qld)</a></li> <li>• <a href="#">Australian Education Act 2013 (Cth)</a></li> <li>• <a href="#">Australian Education Regulations 2013 (Cth)</a></li> </ul>	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• Alta-1 College QLD Behaviour Management Policy</li> <li>• Alta-1 College QLD Child Protection Policy</li> <li>• Alta-1 College QLD Disability Discrimination Policy</li> <li>• Alta-1 College QLD College Rules</li> <li>• Alta-1 College QLD Student Code of Conduct</li> <li>• Alta-1 College QLD Complaints Handling Policy &amp; Procedure</li> <li>• Alta-1 College QLD Complaints Procedure for Students</li> <li>• Alta-1 College QLD Complaints Procedure for Parents/Carers</li> <li>• Alta-1 College QLD Unacceptable Behaviour Form</li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> February 2024
<b>Policy Owner:</b>	Alta-1 College QLD	

## Policy Statement

Alta-1 College QLD has a zero-tolerance approach to bullying.

Alta-1 College QLD is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur.

Alta-1 College QLD's Complaints Handling Policy and Procedure explains the reporting mechanism for students and parents/guardians, and details how employees will respond to reports, including that all reports will be investigated and acted upon, with appropriate support and consequences implemented.

## Principles

1. Students are entitled to be protected from bullying while at the college.
2. The college will be proactive in implementing strategies to minimise the likelihood of bullying occurring.
3. Sanctions for bully-related actions will reflect a lack of tolerance for such behaviour.

## Definitions

- **Bullying:** is a systematic and repeated abuse of power. In general bullying may be defined as:
  - dominating or hurting someone
  - unfair action by the perpetrator(s) and an imbalance of power
  - a lack of adequate defence by the target and feelings of oppression and humiliationIt can occur at any age, across cultures, genders and socioeconomic groups. It can happen in the playground, toilet areas, to and from college or in the classroom.
- **Physical bullying:** this is when a person (or group of people) uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying.
- **Verbal bullying:** repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse.
- **Covert bullying:** such as lying about someone, spreading rumours, playing a nasty joke that make the person feel humiliated or powerless, mimicking or deliberately excluding someone.
- **Psychological bullying:** for example, threatening, manipulating or stalking someone
- **Cyber bullying:** using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, socially or psychologically.

## Responsibilities

### Alta-1 College QLD acknowledges its responsibility to:

- Raise awareness of bullying and how the college will respond to it
- Take action to help prevent bullying
- Develop and promote effective social skills and positive relationships amongst students
- Implement a reporting mechanism for students and parents/guardians
- Educate students and parents/guardians on how to respond to bullying and how to report it
- Educate employees on how to appropriately respond to bullying
- Investigate and act upon all reports of bullying, including providing appropriate support and consequences

### Alta-1 College QLD employees have a responsibility to:

- Uphold and consistently apply this Policy
- Respond appropriately to reports of bullying, including by investigating and acting upon reports of bullying, and by providing appropriate support and consequences in accordance with the Behaviour Management Policy and the Complaints Handling Policy and Procedure.

### Alta-1 College QLD parents/guardians have a responsibility to:

- Encourage their child not to bully others
- Encourage their child to report bullying to themselves or others
- Encourage their child to take steps to stop bullying as directed under the Behaviour Management Policy

### Alta-1 College QLD students have a responsibility to:

- Not engage in bullying behaviour towards others
- Report bullying occurring to them or others
- Take steps to stop bullying as directed under the Behaviour Management Policy

### If you are bullied, you can deal with the problem in the following ways:

- Leave the area;
- Talk about it with a friend or family member;
- Report the incident to a staff member. The staff member will discuss possible courses of action and will not confront the bully without your permission;
- Lodge a formal complaint through our complaints process if you feel that the issue is not adequately resolved.

**Bystanders to Bullying:** Bystanders are those who are aware of, or witnesses to the bullying situation. A supportive bystander will use words and/or actions to support someone who is being bullied by intervening, getting teacher support or comforting them all members of a school community need to know how to support those who are being bullied and how to discourage bullying behaviours.

## **Implementation Bullying Prevention**

Alta-1 will embed bullying prevention strategies through the following elements of the program:

- The sense of belonging created through the caring community context in which the program is conducted.
- The small group context of curriculum delivery.
- The values-based curriculum including the Religion and Ethics course.
- The implementation and delivery of the “Keeping Safe Child Protection” curriculum
- The Personal Recovery and Community Building course.
- Rules and behaviour management practises.

## **Bullying Sanctions**

Reports and/or incidents of student bullying will be recorded and investigated under the Behaviour Management Policy.

Reports and/or incidents of staff, parents/guardians or visitors bullying, following initial investigation, will be referred to the Principal.

A student found to have bullied will be dealt with in accordance with the Behaviour Management Policy which may result in suspension or exclusion from Alta-1.

A staff member who is found to have bullied a student will be referred to the Board, via the Principal, for a sanction which may include having his/her involvement with Alta-1 terminated.

A parent/guardian/visitor who is found to have bullied a student may be excluded from Alta-1 College sites.

## Whole-school Community Rights and Responsibilities in Relation to Bullying

Students, staff, parents, caregivers and the wider community have the right to a safe. For this to occur all school community members have a responsibility to prevent and respond to bullying.

	<b>Rights</b>	<b>Responsibilities</b>
<b>Whole community</b>	<ul style="list-style-type: none"> <li>• Are safe and supported in the school environment; are treated with respect.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish positive relationships;</li> <li>• respect and accept individual differences.</li> </ul>
<b>Administrators</b>	<ul style="list-style-type: none"> <li>• Are supported in developing and implementing the school's plan to prevent and effectively manage bullying.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide leadership in resourcing the school's prevention and effective management of bullying;</li> <li>• implement the school plan;</li> <li>• ensure parents are informed of the school plan;</li> <li>• support staff to implement the school's plan.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Feel safe and supported in the workplace;</li> <li>• access to resources suitable for supporting students in building positive relationships, resiliency, safety and bullying prevention;</li> <li>• are informed of the school's plan on bullying;</li> <li>• are treated with respect in the workplace;</li> <li>• access to professional learning in preventing and effectively managing bullying.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote and model positive relationships;</li> <li>• participate in implementing the school plan to counter bullying;</li> <li>• identify and respond to bullying incidents;</li> <li>• teach students how to treat others with care and respect;</li> <li>• teach students how to respond effectively to bullying;</li> <li>• promote problem solving with students;</li> <li>• respect and accept individual differences.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Access to curriculum that supports resiliency and problem-solving strategies;</li> <li>• are informed of the school's plan on bullying;</li> <li>• if involved, are provided with support to stop bullying.</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others with care and respect;</li> <li>• identify and respond effectively to bullying.</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>• Expect children to be safe, treated with respect and provided with a supportive school environment;</li> <li>• are provided with access to information on the prevention and response strategies related to bullying;</li> <li>• support and encourage children to treat others with respect and act in accordance with the school plan if they observe</li> <li>• bullying.</li> </ul>	<ul style="list-style-type: none"> <li>• encourage children to report bullying incidents;</li> <li>• are aware of school plans and support school in effectively managing bullying.</li> </ul>
<b>Wider community: including other professionals</b>	<ul style="list-style-type: none"> <li>• Strategic inclusion in prevention and bullying incident management.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and input into the school's approach to preventing and</li> <li>• managing bullying.</li> </ul>

## STUDENT CODE OF CONDUCT

<b>Purpose:</b>	This policy outlines the behaviours expected of Alta-1 students at school, during school hours, at any Alta-1 College premises, during college arranged transport, and/or at any college events on or off campus.		
<b>Scope:</b>	All students enrolled at Alta-1 College QLD Parents/carers/guardians of students enrolled at Alta-1 College QLD		
<b>Status:</b>	Authorised	<b>Supersedes:</b>	<ul style="list-style-type: none"> <li>All previous Student Codes of Conduct or Behaviour.</li> </ul>
<b>Date of Authorisation:</b>	10 January 2023		
<b>Authorised by:</b>	Matthew Vandeppeer (Principal)		
<b>References &amp; Related Documents</b>	<ul style="list-style-type: none"> <li>Alta-1 College QLD Student Handbook</li> <li>The Seven (7) Key Commitments of an Alta-1 Student</li> <li>Alta-1 College QLD Behaviour Management Policy</li> <li>Alta-1 College QLD Child Protection Policy</li> <li>Alta-1 College QLD Complaints Handling Policy &amp; Procedures</li> <li>Alta-1 College QLD Complaints Procedure for Students</li> <li>Alta-1 College QLD Information Technology Student Policy</li> <li>Alta-1 College QLD Students Using Mobile Phones Policy</li> <li>Alta-1 College QLD Social Media &amp; Digital Technologies Acceptable Use Agreement</li> <li>Alta-1 College QLD Substance Abuse /Alcohol Tobacco &amp; Illicit Drugs Policy</li> <li>Alta-1 College QLD Student Anti-Bullying Policy</li> <li>Alta-1 College QLD Student Dress Code</li> </ul>		
<b>Review Schedule:</b>	Annually	<b>Next Review Date:</b>	January 2024
<b>Policy Owner:</b>	Alta-1 College QLD		



## Principles

### Alta-1 College:

- provides clear guidance to all members of the school community about what forms of behaviour management, discipline or punishment are permitted,
- prohibits bullying, harassment, and other forms of peer-to-peer abuse,
- requires respect for the privacy and human dignity of other students,
- expects all students to be engaged with their own personal recovery journey.

### Students have a right to:

- feel safe within the school,
- learn in a stimulating environment to the best of their ability,
- be treated with respect by other students and teachers,
- be listened to.

### Students have a responsibility to:

- demonstrate an ongoing commitment and willingness to change,
- engage with the Personal Recovery and Community Building course,
- engage with all aspects of the Alta-1 program and curriculum,
- abide by the Student Code of Conduct and other college policies detailed in the Alta-1 College QLD Student Handbook available on the college website.
- be respectful of others in their conduct.

## Attendance

- Students must be punctual and attend all their classes, committing to regular attendance.
- Parents/Guardians/Carers must provide reasons for student absences.
- Student must not leave the school grounds during the day, except on official school excursions, without staff member consent.

## Behaviour

Students must accept and comply with school policies regarding positive behaviour.

Students must not:

- disrupt or hinder any College activities.
- do anything which may bring the College into disrepute, which includes making or publishing false or misleading statements relating to the College, College staff or other students.
- not bully, harass, intimidate, put down, or discriminate against anyone at school.
- physically touch, bully, or sexually engage with students or others in a manner which is not appropriate and/or may endanger the health, safety, and wellbeing of that person.
- engage in any form of physical or verbal violence including fighting, assault, or threats of violence.
- engage in any form of cyber bullying or cyber abuse.
- use offensive or disrespectful language.
- wear items of clothing displaying offensive language and/or symbols such as profanity, drug references, sexual connotations, and racist slurs.
- send inappropriate, offensive, or explicit text messages, photos or videos to students or staff
- misuse College property, including computers and internet access or other learning platforms.

Students must not engage in any dishonest behaviour including:

- stealing, taking, or using without permission any property of any person, or possessing property which is stolen or taken without permission,
- using or providing false or misleading documentation or information for the purpose of obtaining a benefit or advantage for any person,

## Language

Students must not:

- conduct themselves in an offensive manner or use offensive language on, near, or within view or hearing of College premises, or whilst engaged in College activities
- use language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, staff member, contractor, volunteer, or visitor,
- use inappropriate or profane words, gestures, or images.

## Cooperation

Students must:

- obey all campus and classroom rules.
- follow the directions and instructions of all college staff.
- act and work co-operatively with other students and staff.
- cooperate with staff at all times, when given a reasonable direction.

## Respect

Students are expected to:

- show courtesy and respect to all members of the college community.
- resolve conflict respectfully, calmly, and fairly.
- respect the property of the college and others.
- be inclusive of differences such as race, culture, identity, and ability.
- respect the learning needs of all students

## Learning

Students are expected to:

- take progressive responsibility for their own learning, to work consistently and complete tasks as required.
- discuss with parents their educational progress and to ensure that all school communication is effectively delivered
- plagiarism - you must not present anyone else's work as if it were yours.

## Digital Technologies

- Computers, including those with internet access, are provided for school- based educational purposes only. Misuse of this privilege will result in access being withdrawn.
- Mobile phones must be switched to silent mode during class times and given to the teacher who will safely store phones. They can be used only with specific teacher permission. They may not be used for calls, texts, or social media during class time.

## Health, Safety, & Wellbeing

Students must consider the safety and welfare of themselves and others.

Students must not:

- cause physical or emotional harm to any person, or bully any person,
- engage in violent or threatening behaviour, including the use of threatening or abusive language
- do anything which may endanger the physical or mental health, safety, or wellbeing of any person
- possess, store, or use any weapon, explosive materials, fireworks, dangerous chemicals or biological agents, or other dangerous thing, on College premises.

## Alcohol, Tobacco, and Drugs

For the purpose of this policy, the term, “drugs” will refer to physiological and/or mind-altering substances that are available over the counter, by prescription, as well as substances available deemed illegal in Queensland. It also includes any substance that is misused from its original/intended purpose to induce a physiological/mind altering state. It specifically includes alcohol.

Students must not:

- use, consume, sell, or distribute alcohol, tobacco, illegal drugs, or related implements while at school, while attending College-related activities/events, or in transit between College related activities/events in a College vehicle.
- smoke or vape while attending College-related activities/events, or in transit between College related activities/events in a College vehicle
- attend College, or other functions as a representative of the College whilst under the influence of alcohol, illicit drugs, or other substances harmful to health.

Students must be prepared to undergo testing for illegal substances if and/or when required by an Alta-1 teacher or the Principal.

If a student comes to school under the apparent influence of drugs, a parent will be contacted, and arrangements made for the child to be returned home. Should a parent be un-contactable, then the student must be supervised in isolation from the main class.

If at school a student is found to be in possession of drugs, or using drugs, or supplying drugs to others, they will immediately have the drugs removed, a parent will be contacted to collect the student and the Police called on 131 444, who will come to seize and destroy the drugs. If staff know the identity of the student in possession, they are obliged by law to inform the Police, after which the matter is in their hands. If staff found the drugs lying around or hidden, Police still need to be informed. An enrolment review will be initiated by the Principal or their delegate. In determining the outcome of the review, each situation will be considered on its merits.

If students are found to be selling or distributing drugs to Alta-1 students (either at school or off campus), their enrolment will be cancelled.

## Property

Students must not:

- damage, destroy, endanger, vandalise, put at risk, pollute, or obstruct any College or Partner Church property or any property of any member of the College or Partner Church staff,
- enter, occupy, use, or interfere with any College or Partner Church property or enable any other person to do so, without authorisation from the College or Partner Church,
- steal, misuse or fraudulently use College or Partner Church's resources.

## Driving

- Students who have their driver's licence are not permitted to have other students in their vehicle unless written permission is given by parents/guardians of both parties.
- Students who drive vehicles to school must submit the ignition keys to their teacher on arrival. The keys will be returned at the conclusion of the school day.

## General

Students must not:

- incite, persuade, conspire with, or assist any other person to engage in misconduct,
- attempt or threaten to do anything which is misconduct,
- be party to any cover-up of misconduct or the destruction, concealment, alteration or withholding of any evidence of misconduct, or otherwise conceal the identity or whereabouts of any person who is alleged to have engaged in misconduct,
- publish or display material which could be understood by a reasonable person as indicating that somebody intends to engage in misconduct,
- communicate with parents/guardians/carers on matters relating to the educational development and behaviour of their children.

## Breach of the Student Code of Conduct

- Students must report to a staff member their own or anyone else's breach of the Student Code of Conduct. All information will be acted upon and treated fairly.
- If the student is reporting the breach of someone else, his/her name will not be revealed by any staff member.
- If the breach relates to a member of staff, students have the right to discuss with another member of staff or the Principal.
- Formal complaints can be made in accordance with the Complaints Handling Policy & Procedures.

## Consequences for Breaches

The consequences for breaching the Student Code of Conduct will depend on the severity and/ or regularity of the breach and range from contacting the student's parents to assist in resolving the breach, or the student making restitution for damage or offence caused, through to being placed on a behaviour contract, or, in serious and/or repeated breaches, exiting the program.

## Implementation

At the commencement of enrolment at Alta-1 College all students will sign the agreement below. The signed agreement is to be kept on student file. A signed copy is also to be retained by the student and the parent/carer/guardian.

## Student Wellbeing Hub

The Student Wellbeing Hub is a commonwealth government website with excellent resources for students, staff, and parents.

[Student Wellbeing Hub](#)

## The Seven (7) Key Commitments of an Alta-1 Student

### 1. A commitment to safety.

We believe that every person is important - that includes you. We also believe that everyone has the right to always feel and be safe. Unfortunately, some of our students have not always felt safe and therefore we want Alta-1 College to be different. Safety starts with you! We ask that you make a clear commitment to being a safe person.

### 2. A commitment to a minimum 80% school attendance (and punctuality).

As a QCE student your attendance in class is essential. You are required to make a commitment to a minimum school attendance of 80%. If you genuinely can't make it to school, we will need a note. A commitment to school attendance (and punctuality) is a commitment to your future.

### 3. A commitment to change (and grow).

Everybody has something that needs to be worked on in their life. When we acknowledge the need to change, we can start to grow. It is important to grow. With this in mind, we ask that you identify at least one important thing that needs to change in your life. We then ask that you make a commitment to work with the adults around you to see it change!

### 4. A commitment to completing Year 11 and 12.

Education is a tool that can open doors to new and exciting opportunities. At Alta-1 College we want to partner with you to see you complete Year 11 and 12. We will encourage and support you as you work towards your goals. All of this is easier when you make a sure and solid commitment to finishing your schooling!

### 5. A commitment to your future (demonstrated every day).

You are an amazing creation with an incredible life to live. The choices that you make today will have an impact on your future and a great future starts now. If you are going to be a successful student of Alta-1 College, you will need to make a commitment to making your future the best it can be and that is demonstrated every day, starting now!

### 6. A commitment to asking for and accepting the help of Alta-1 Staff.

At Alta-1 College we have a staff group that are committed to you and your future. Our greatest joy comes in seeing our students grow, change, and flourish. One of the most powerful things a student can do is to ask for help. This is closely followed by a willingness to accept help when it is provided. We ask that you make a commitment to both.

### 7. A commitment to choosing a positive attitude and positive language.

Our emotions may dictate our mood, but our choices dictate our future. Attitude is the choice that makes all the difference. We believe it because we see it every day. Students that choose a positive attitude and positive language are almost always guaranteed success in life. The Alta-1 staff make no apologies in asking you to commit to always having a great attitude and using positive language.

## Contract of Agreement

Having read about *The Seven (7) Key Commitments of an Alta-1 Student*, understanding that I must make these commitments in order to be a member of the Alta-1 College Learning and Recovery Community and having successfully demonstrated these things during my time in the Orientation Program, I hereby make a firm commitment to the following:

1. I, \_\_\_\_\_, make a commitment to safety and being a safe person.
2. I, \_\_\_\_\_, make a commitment to a minimum 80% school attendance (and punctuality).
3. I, \_\_\_\_\_, make a commitment to change and grow.
4. I, \_\_\_\_\_, make a commitment to completing Year 11 and 12.
5. I, \_\_\_\_\_, make a commitment to my future.
6. I, \_\_\_\_\_, make a commitment to asking for and accepting the help of Alta-1 staff.
7. I, \_\_\_\_\_, make a commitment to choosing a positive attitude and positive language.

*I understand that if I repeatedly choose not to demonstrate these commitments, I will not be able to be a part of the Alta-1 College Learning and Recovery Community.*

**Student full name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/ Guardian full name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Orientation Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Senior Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Student Agreement

By signing below, I am stating that I have read and understood this Student Code of Conduct, and that I agree to uphold it as a student at Alta-1 College.

### I will:

- Engage with the Personal Recovery and Community Building course
- Demonstrate a willingness to change
- Attend regularly
- Cooperate with all staff
- Respect all students and staff and their rights
- Use all College and Partner Church resources with respect
- Cooperate with staff when given a reasonable direction
- Abide by the college policies detailed in the Alta-1 College QLD Student Handbook available on the college website
- Adhere to the Seven (7) Key Commitments of an Alta-1 Student

### I will not:

- Engage in behaviour that is dangerous, harmful, or disrespectful
- Attend school or school events under the influence of alcohol or illegal drugs  
Bring alcohol or illegal drugs to College premises or events
- Smoke at the College or College events
- Damage, destroy, steal, misuse or fraudulently use College or Partner Church's resources
- Interfere with other students' learning or socialisation

**Name of student:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Guardian Agreement

As parent/guardian of \_\_\_\_\_, I understand and agree that my child is expected to adhere to this Code of Conduct. My child understands what is expected of them under this Code.

**Name of parent/guardian:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This signed agreement is to be kept in the student file, and copies are to be retained by the student and parent/guardian.

## STUDENT DRESS CODE

### Policy Statement

This policy provides the dress requirements for current Alta-1 College QLD students.

This dress code applies to students while at school, at any college events onsite or offsite, and any events that a student is representing the college.

*This Student Dress Code was written by Alta-1 students for Alta-1 students.*

### Dress Code:

1. No boobs, bums, or bellies are to be seen
2. Skirts/ shorts/ dresses are to be longer than the fingertips against the thighs
3. Tops need to go past the navel (belly button)
4. Straps on tops need to be at least three fingers wide
5. Messages on clothing are not to be offensive to the Alta-1 College culture
6. Covered in shoes (for Occupational Safety & Health)

### Acknowledgement

I, \_\_\_\_\_ have read, understood, and agree to comply with the terms of this Student Dress Code.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Dated**

## STUDENTS USING MOBILE PHONES POLICY

### Policy

All students of Alta-1 College will not be allowed to use or have a mobile phone with them during school hours. In exceptional circumstances, the student's teacher may permit mobile phone use for a particular purpose.

### Rationale

The aim of the policy is to provide:

- Enhanced teaching and learning for students of the College.
- A safe environment to learn without inappropriate mobile phone use (including cyberbullying) or distractions.
- Greater opportunities for social interaction and physical activity during recess and lunchtimes.

### Procedures

- Students who choose to bring mobile phones to school must have them switched off and securely stored (in College provided storage) during school hours.
- The College will provide secure storage for student mobiles.
- Where reasonable, students are encouraged (but not required) to leave their mobile phones at home.
- Parents and guardians wishing to communicate with their children during the school day must do so by contacting one of the following relevant school phone numbers:

QCE/Senior Class:	0401 344 032
Transition Class:	0411 120 614
ConnectEd Class:	0413 416 535
Administration Office:	(07) 5301 8008

- In order to effectively prepare your young person, we encourage you to discuss this policy with them prior to the commencement of school.



[www.alta-1.com.au](http://www.alta-1.com.au)

**WA office:**

PO Box 301, Joondalup DC WA 6919  
t: +61 (8) 9403 8200 | f: +61 (8) 9403 8299  
e: [admin@alta-1.wa.edu.au](mailto:admin@alta-1.wa.edu.au)

**QLD office:**

Suite 14, 42-44 King Street, Caboolture, QLD 4510  
t: +61 (7) 5301 8008  
e: [admin@alta-1.qld.edu.au](mailto:admin@alta-1.qld.edu.au)

**CHANGING LIVES ONE AT A TIME**